

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, July 9, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Adams, Dingman, Jacobsen, Phillips, Tymczynsyn, and Vice-Chairperson Fitch.

Absent: Chairperson Donnellan.

Also Present: Facility Operations Manager Megerdichian and Business Manager Williams.

Due to the absence of Chairperson Donnellan, Vice-Chairperson Fitch led the meeting.

**3. FLAG SALUTE**

Commissioner Adams led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Adams, seconded by Commissioner Jacobsen, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF JUNE 11, 2009**

**MOTION:** Commissioner Jacobsen moved for the approval of the June 11, 2009 Airport Commission meeting minutes as submitted. Commissioner Dingman seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Donnellan).

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

Commissioner Dingman recommended that if an applicant has an aircraft that will not fit in a hangar that is offered he should be able to decline the offer without prejudice. He requested that an item be brought back to review the hangar waiting list policies and pass over process and fellow Commissioners concurred with his request.

**7. ACTION ITEMS**

None.

**8. INFORMATION ITEMS**

**8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Vice-Chairperson Fitch noted that the following reports for July 2009 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, July 2009 Meeting Room Schedule, and Hangar Waiting List.

Facility Operations Manager Megerdichian reviewed the list of Ongoing Projects in Report 2, noting that installation of wrought iron and chain link fencing is complete. Referring to Hangar Electrical Phase II, he advised that they recently learned that there will not be any costs from Southern California Edison and that they will start the bid process soon. He reported that over 30 contractors participated in the June 30, 2009 job walk for Repair of Three Damaged Hangars and, at Commissioner Jacobsen's request, briefly explained the bid and contract award process.

**8B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

Vice-Chairperson Fitch noted that the following reports were included in supplemental material: Events Requiring Emergency Response and Airfield Operations Status.

In response from Commissioner Adams' inquiry, Facility Operations Manager Megerdichian provided information about the new 102 patrol truck.

Vice-Chairperson Fitch received clarification from staff that there is no staff at the Airport from 10:00 p.m. to 5:00 a.m.

**8C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**8.D NOISE ABATEMENT QUARTERLY REPORT**

No report.

**8E. SUB-COMMITTEE REPORTS**

None.

**8F. BUDGET UPDATE**

Facility Operations Manager Megerdichian provided a verbal update on the City budget and organizational changes at the Airport approved by City Council on June 23, 2009. He stated that the Airport would retain four full-time Operations staff who will transfer under the General Services Department, perform the duty and aeronautical functions, and report to him along with the Operations Supervisor and Business Manager Williams. In addition, two Public Works staff would re-deploy to other areas of the City but would still perform maintenance duties at the Airport. He advised that the Airport will continue to have the same level of service as there is now, that changes will be implemented in August 2009, and that they are still working out the scheduling. He noted that cost savings would occur in the future when the Operations Supervisor decides to retire.

When Vice-Chairperson Fitch relayed concerns regarding the reorganization pointed out in the Torrance Airport Association's Checkpoint, Facility Operations Manager Megerdichian concurred that the need for overtime is a concern and explained that the two Public Works workers will be paid out of the Airport Fund until they retire.

Commissioner Jacobsen requested that staff provide copies of Airport organization charts.

## **9. ORAL COMMUNICATIONS #2**

**9A.** Vice-Chairperson Fitch stated that she enjoyed the 4<sup>th</sup> of July celebration at Wilson Park and wished everyone a happy Labor Day.

**9B.** Referring to Commissioner Tymczyszyn's concern regarding runway lights brought up under Orals on June 11, 2009, Facility Operations Manager Megerdichian stated that FAA staff is responsible for turning runway lights off and on, that they are not on timers, and that staff is researching the suggestion to utilize a lighted X in the event of an emergency.

**9C.** Facility Operations Manager Megerdichian advised that Airport rates including hangar fees went down approximately 2.4% this year as they are indexed with the CPI.

**9D.** Vice-Chairperson Fitch mentioned problems that the City of Long Beach is having with its budget and commended the City for its financial prudence.

**9E.** Facility Operations Manager Megerdichian notified Commissioners that the FAA is in the process of replacing the Airport localizer.

**9F.** Joe Arciuch, Kathryn Avenue, distributed a handout and asked that Commissioners read it prior to discussion at the next Commission meeting.

He maintained that the Noise Abatement System is only 80% operational because the real-time aircraft tracking system is not functioning as it does for other Airports such as Long Beach and Ontario. He recommended that the Commission set up a subcommittee to look into contract fulfillment.

## **10. ADJOURNMENT**

**MOTION:** At 8:09 p.m., Commissioner Dingman, seconded by Commissioner Adams, moved to adjourn the meeting to Thursday, August 13, 2009 at 7:00 p.m., in the West Annex meeting room; a voice vote reflected unanimous approval.

Approved as Submitted August 13, 2009 s/ Sue Herbers, City Clerk
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